

JOB DESCRIPTION
URBAN ENVIRONMENTAL DEPARTMENT
SECRETARY

1. **JOB TITLE:** SECRETARY
2. **DEFINITION:** The position of Urban Environmental Secretary is a full-time position that requires an individual with secretarial skills, the personal disposition and the psychological qualities generally required of people who work well with the public and other employees. In addition, this person must be capable of working independently and is responsible for assisting the Urban Environmental Director/City Horticulturist and Urban Environmental staff with the day-to-day functions of the Urban Environmental Department. This position is also responsible for coordinating and developing logistical support relevant to the management and implementation of the Landscape Requirements within the City's Zoning Ordinance. The employee will be under the direct supervision of the Urban Environmental Director. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, and as having no significant occupational exposure to bloodborne pathogens. As Non-Safety Sensitive, this employee will be subject to reasonable suspicion, return-to-duty, follow-up, and post-accident drug and alcohol testing.
3. **EQUIPMENT / JOB LOCATION:**
 - a. An Urban Environmental Secretary must be capable of operating a motor vehicle, personal computer, typewriter, facsimile machine, photocopier, calculator, multi-line telephone, cell phone and miscellaneous office equipment and accessories customarily used in an office environment.
 - b. The job location is in the Urban Environmental Department. Work is generally performed indoors but may require some outside work. All City facilities and vehicles are tobacco-free locations.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Provides administrative and secretarial support to Urban Environmental staff in day-to-day functions.
 - b. Prepares written and oral reports as directed.
 - c. Maintains accurate and updated databases and files.
 - d. Attends scheduled meetings after regular work hours.

- e. Communicates effectively with the public, elected officials, department heads, and other employees of the City.
- f. Sits, stands, stoops and walks intermittently.
- g. Knows and uses personal computer, photocopying machine, facsimile and other miscellaneous office equipment typically used in an office environment.
- h. Accurately computes time sheets, sick leave and annual leave of Urban Environmental personnel and maintains all related records.
- i. Answers telephone courteously and efficiently and directs both calls and faxes to proper personnel.
- j. Greets visitors, ascertains their needs and assists them with problems or refers them to appropriate persons.
- k. Orders office supplies.
- l. Prepares and accurately types departmental correspondence as directed.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least twenty-one (21) years of age.
- b. Must possess high school diploma or equivalent.
- c. Two (2) years or more prior secretarial/receptionist experience preferred.
- d. Must possess a driver's license valid in the State of Tennessee and the ability to safely operate a motor vehicle.
- e. Must maintain automobile liability insurance on vehicle used to perform job duties for City of Murfreesboro of at least \$100,000.00 single limit, or such other amount as City-wide policies may require in the future.
- f. Must have legal authorization to work in the United States of America.
- g. Must be able to communicate effectively with financial institutions and surety companies in order to properly bond projects.
- h. Must be able to read and comprehend legal contracts and other legal documents in order to ensure that they meet the requirements of the City of Murfreesboro.
- i. Must be able to calculate bond amounts for commercial landscape projects from approved plans or other documents.
- j. Must be able to answer inquiries from the public and various city, county and state departments.
- k. Ability to effectively operate a personal computer required; knowledge of Word, Access, and Excel computer software, preferred.
- l. Designs, builds and maintains databases related to the position.
- m. Ability to generate detailed reports from given information.

- n. Capability to research and problem solve given limited information.
- o. Knowledge and ability to interpret zoning maps and site plans.
- p. Ability to report for work on time and to perform the duties of the job for an entire workday and in a timely manner in order to meet scheduled deadlines.
- q. Knowledge of personnel policies and procedures.
- r. Ability to learn and use new skills and techniques as experience increases.
- s. Must be able to comprehend oral and written instructions and to communicate in English, both orally and in writing.
- t. Ability to learn departmental policies and procedures.
- u. Good judgment, temperament, and human relations skills to effectively deal with City employees and the public, some of whom may be irate or unreasonable.
- v. Possess physical and mental ability to work independently.
- w. Ability to concentrate and accomplish tasks despite interruptions.
- x. Ability to perform a variety of tasks simultaneously or in rapid succession.
- y. Must have a good reputation for and the ability to maintain confidentiality.
- z. Ability to type 50 wpm preferred.
- aa. Must not have been convicted of or pleaded guilty to or entered a plea of *nolo contendere* to any felony charges or to any violation of any federal or state law or city ordinance relating to force, violence, theft, dishonesty, gambling or controlled substances.

January 30, 2008

Non-Exempt

Non-Safety Sensitive